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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**September 1 – September 30, 2009**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03  
Superfund Records Center Management Services, Region 9**

**Monthly Report  
September 2009**

**TOAM: Elaine Chan  
PM: Anne Bonham**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on September 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on September 11.

The Records Center Performance Measurements Reports were submitted to the TOAM on September 9.

The PM, RMS IV/Assistant Manager and GRB President and Vice President met with the TOAM and Contracting Officer on September 3 to review the monthly reports and to verify the status of the contract.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 2,556 documents and edited 1,817 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:  
Frontier Fertilizer  
Iron Mountain Mine

The site assessment Librarian IV received .8 lft of new documents, of which .3 lft were federal facilities and processed 3 new sites.

The site assessment Librarian IV performed quality assurance on 1 site file, shifted 6 lft of files to make room for new and returned documents, and shelfread the entire site assessment collection (414 lft).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 4<sup>th</sup> quarter quality-assurance review of new personal and organizational name authority file entries.

On September 25 staff met with RPM ZiZi Searles to discuss the San Fernando Valley (Area 1) North Hollywood Operable Unit administrative record. As a result of the meeting a draft AR index was completed and mailed to the RPM.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

11 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

0.5 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings report, updated September 9.
- FRC Storage Report, updated September 9.
- On-Site Storage Report, updated September 9.
- Contracts On-Site Storage report: September 4, 11 & 25.

Staff checked 1.8 lft. of unindexed San Gabriel Valley documents, and .2 lft of unindexed of McFarland Study Area and Klau/Buena Vista Mine documents for possible duplication with documents already in the site file.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 2,291 documents (61,237 pages) during September and forwarded them for retirement to the FRC.

### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

## **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 3 SCAP accomplishment documents during September.

### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## **2.5 Financial Documentation/Cost Recovery Packaging**

Eighteen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	094Y	ALARK HARD CHROME
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)(4 pkgs)
01	09W4	BROWN & BRYANT INC. (ARVIN PLANT)(3 pkgs charged to 09H2)
01	094R	FRONTIER FERTILIZER
01	0920	INDIAN BEND WASH NORTH (2 pkgs)
01	092J	INDIAN BEND WASH NORTH (2 pkgs charged to 0920)
01	0917	IRON MOUNTAIN MINE
03	09L6	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
02	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
08	097B	SAN GABRIEL VALLEY (AREAS 1-4)
09	097B	SAN GABRIEL VALLEY (AREAS 1-4)

Staff retrieved 12 cost packages/financial documents for EPA staff during September.

The Cost Package Documentation Index was updated on September 4, 11 & 25.

### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 11.47 lft. of documents.

### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

### **Sites worked on under Task 2 for the month of September, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09FL	00	ALAMEDA NAVAL AIR STATION
09FL	01	ALAMEDA NAVAL AIR STATION
094Y	00	ALARK HARD CHROME
09PC	00	ALTOONA MINE
09PC	01	ALTOONA MINE
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	06	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09ZZ	N/A	BAC PRITCHARD INC
092Y	00	BEAN & COMPANY
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
0961	00	BKK SANITARY LDFL
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09QV	00	BODIE STATE HISTORICAL PARK
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09ZZ	N/A	CAMP PARKS COMMUNICATION ANNEX
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES
<b>093H</b>	<b>01</b>	<b>CASMALIA RESOURCES</b>
09PQ	00	CASMALIA RESOURCES
0928	00	CELTOR CHEMICAL
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0935	00	COALINGA ASBESTOS MINE
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RR	00	CROWN CITY PLATING
09AJ	01	DAVIS MONTHAN AFB
<b>0936</b>	<b>01</b>	<b>DEL AMO FACILITY*</b>
<b>0936</b>	<b>02</b>	<b>DEL AMO FACILITY*</b>
<b>09AG</b>	<b>00</b>	<b>DEL MONTE CORP. (OAHU PLANTATION)</b>
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
<b>09HB</b>	<b>00</b>	<b>DENOVA ENVIRONMENTAL INC.</b>
09ZZ	N/A	DIVERSEY WYANDOTTE CORP
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
09H6	01	EL TORO MARINE CORPS AIR STATION
09ZZ	N/A	FARRINGTON HIGH SCHOOL
09ZZ	N/A	FINE LINE PAINT CORP



SSID	OU	Site Name
0973	01	FMC CORP. (FRESNO PLANT)
09ZZ	N/A	FOREMOST MCKESSON INC
09Q6	01	FORT ORD
09SD	00	FOSTER'S PLATING
096Q	00	FRANCIS PLATING OF OAKLAND INC
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09H8	00	GBF & PITTSBURG DUMPS
09Q7	00	GEORGE AIR FORCE BASE
0963	00	GILA RIVER INDIAN RESERVATION
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09RJ	00	HAKIMO ROAD AKA BOTELHO
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
0920	01	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09SM	00	INGOMAR AMMUNITION
0988	00	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
<b>0917</b>	<b>01</b>	<b>IRON MOUNTAIN MINE*</b>
0917	04	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0939	01	JIBBOOM JUNKYARD
09EC	00	K & L PLATING - 89TH AVENUE
09EB	00	K & L PLATING - PEARMAIN ST
09FM	00	KLAU/BUENA VISTA MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
09S1	01	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
09ZZ	N/A	LIQUID AIR CORP
09SE	00	LISTON BRICK COMPANY
098P	00	MARE ISLAND NAVAL SHIPYARD
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
0941	00	MCCLELLAN AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
<b>09BZ</b>	<b>00</b>	<b>MCFARLAND STUDY AREA*</b>
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
<b>0987</b>	<b>00</b>	<b>MICRO STORAGE/INTEL MAGNETICS*</b>
<b>0987</b>	<b>01</b>	<b>MICRO STORAGE/INTEL MAGNETICS*</b>
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
<b>0926</b>	<b>01</b>	<b>MONTROSE CHEMICAL CORP</b>
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	NATIONAL LIGHTING SUPPLY (FORMER)
091R	00	NAVAJO FOREST PRODUCTS INDUSTRIES

SSID	OU	Site Name
09QM	00	NE CHURCHROCK QUIVIRA MINES
0905	01	NINETEENTH AVENUE LANDFILL
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
<b>09BC</b>	<b>00</b>	<b>OMEGA CHEMICAL CORP</b>
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
099K	00	PEMACO MAYWOOD
099K	01	PEMACO MAYWOOD
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0979	00	SACRAMENTO ARMY DEPOT
0979	01	SACRAMENTO ARMY DEPOT
09P1	00	SAIPAN CAPACITORS
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
<b>0959</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)*</b>
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>0959</b>	<b>03</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>09L6</b>	<b>03</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	02	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
<b>098V</b>	<b>00</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)*</b>
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09PB	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SO CA CHEM CO INC
0964	00	SOUTH BAY BASIN
0964	01	SOUTH BAY BASIN
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09M1	01	TARP
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
09ZZ	N/A	TEXTURED COATINGS OF AMERICA

SSID	OU	Site Name
0981	01	TH AGRICULTURE & NUTRITION
09Q5	00	TRACY DEFENSE DEPOT
09Q5	01	TRACY DEFENSE DEPOT
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09L9	01	TUCSON AFP 44
096Y	01	TUCSON WEST CAP
09RH	00	WAIANAE PERC AND PCBS SITE
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.
09PL	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09ZZ	N/A	WESTERN SCREW PRODUCTS

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 55 requests for documents, performed 847 database searches in SDMS-C, and provided 1,250 documents for EPA staff and other requesters.

Fourty-four indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on September 1 and September 2, respectively.

##### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 5 FOIA requests totaling 4.5 billable hours.

##### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

#### **3.3 Photocopy and Redaction Service**

Staff photocopied 1,368 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 2 pages from SDMS-C.

### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 18 requests for documents on CD-ROMs. 167,478 pages were copied to CDs.

### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

Edwards Air Force Base  
McClellan Air Force Base

### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### **Sites worked on under Task 3 for the month of September, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	Site Name
094Y	01	ALARK HARD CHROME
09PC	00	ALTOONA MINE
09PC	01	ALTOONA MINE
09QK	01	AMCO CHEMICAL
09ZZ	N/A	ANTELOPE VALLEY PESTICIDE SITE
0934	01	ATLAS ASBESTOS MINE
09JW	01	B.F. GOODRICH
09ZZ	N/A	BROWN FIELD NATIONAL GRANT APPLICATIONS
09H3	01	CONCORD NAVAL WEAPONS STATION
09ZZ	N/A	GENERAL PETROLEUM CO #3
09G9	01	INDUSTRIAL WASTE PROCESSING
09SM	00	INGOMAR AMMUNITION
0917	01	IRON MOUNTAIN MINE
091A	00	LEVIATHAN MINE
09SE	00	LISTON BRICK COMPANY
0989	01	LORENTZ BARREL & DRUM CO

SSID	OU	Site Name
0987	00	MICRO STORAGE/INTEL MAGNETICS
09J4	01	MODESTO GROUND WATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SOUTHWEST METAL INDUSTRIES
09ZZ	N/A	TECHALLOY WESTERN INC
09R3	01	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The following ARs were compiled, copied, and sent to repositories in September:

Guam Ag Chemical Disposal Removal AR, sent August 27  
Liston Brick Company Removal AR, sent August 31  
Ingomar Ammunition Removal AR, sent September 2  
Altoona Mine Ceiling Increase #2 Removal AR, sent September 11  
Altoona Mine Ceiling Increase #3 Removal AR, sent September 11  
Altoona Mine 12-Month Exemption Removal AR, sent September 11  
San Gabriel Valley Puente Valley OU Administrative Order for Access AR, sent September 25

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Three work-performed compilations were created or updated during September for the following sites:

OU	SSID	Site Name
01	0917	IRON MOUNTAIN MINE
00	09PM	NORTHEAST CHURCHROCK MINE SITE
00	09BY	RIO TINTO COPPER MINE

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

### 4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 11 collections

Electronic files attached to E-mails: 107 collections

#### Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

#### Sites worked on under Task 4 for the month of September, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	Site Name
09PC	00	ALTOONA MINE
09JW	00	B.F. GOODRICH
09SW	00	CAMPUS CLEAN UP - OAKLAND AVIATION SCHOOL
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
091N	01	COOPER DRUM
09SN	00	FELTON KING
09X6	00	HALACO ENGINEERING CO
09SM	00	INGOMAR AMMUNITION
0917	01	IRON MOUNTAIN MINE
09SE	00	LISTON BRICK COMPANY
0987	01	MICRO STORAGE/INTEL MAGNETICS
09QM	00	NE CHURCHROCK QUIVIRA MINES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BY	00	RIO TINTO COPPER MINE
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>09N1</b>	<b>04</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)

#### Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on September 24.

The PM held a Managers/Supervisors meeting on September 16.

The PM held a Scanning Department meeting on September 8.

The RMS IV/Assistant Manager held meetings with special projects staff on September 4.

The RMS IV/Circulation Department Supervisor held a departmental meeting on September 10 and September 25.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on September 8.

The PM purchased supplies and/or equipment during September as necessary.

#### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

#### **Task 6: Training and Orientation**

At the request of the TOAM, a Librarian IV gave SDMS-C training to RPM Rachelle Strickfaden on August 31.

At the request of the TOAM, on September 11 a RMS V gave new RPMs Kelly Manheimer a tour of the Records Center, explained the services provided, and trained her on the use of *Express Link*. The RMS V also provided her with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

At the request of the TOAM, on September 14 a RMS V gave new RPMs Zi Zi Searless a tour of the Records Center, explained the services provided, and trained her on the use of *Express Link*. The RMS V also provided her with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

#### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

#### **Task 7: Online Operations and Internet Support**

On September 8, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Andy Terry on the implementation of FDCC for the Record Center. This is an ongoing issue that is currently being work on by both parties September 15.

An RMS IV/IS III coordinated with Steve Dunn to resolve issues with the Citrix Server printing double-sided. The problem is ongoing and both parties are in the process of solving the issues involved. However, Computer Support has found a temporary work-a-round September 29.

An RMS IV/IS III coordinated with Bob Zucker and John Snaauw to resolve problems with Symantec Anti-Virus updating of virus definition. The problem was successfully resolved and is currently being used to fix any such problem September 15.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

Anaconda Copper Co. (Yerington), NVD083917252, Non-Time-Critical Removal,  
Administrative Order on Consent  
CNMI Ag Chemical Disposal Project, MPN000908766, Removal  
CNMI Ag Chemical Disposal Project, MPN000908766, Ceiling Increase

Cove Navajo Radioactive Structure Ceiling Increase, NNN000908603, Ceiling Increase  
Foster's Plating , CAN000908673, Removal, Ceiling Increase  
Guam Ag Chemical Disposal Project, GUN000908767, Removal  
Red Valley Radioactive Structure , NNN000908604, Removal  
Red Valley Radioactive Structure , NNN000908604, Ceiling Increase  
Saipan Mayor's Office Drum Site, MPN000908654, Removal  
San Fernando Valley (Area 1) , CAD980894893, Remedial, North Hollywood OU, Update #3  
Sulphur Bank Mercury Mine, CAD980893275, Non-Time-Critical Removal

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

#### **Task 8: Attend Meetings and Teleconferences**

Staff attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on September 17.

#### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in September.

#### **Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

##### **9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 1 introductory ECMS presentation to EPA staff in September

##### **9.2 Assist with Maintaining the Records Schedules in the ECMS System as Needed**

At the request of the TOAM, a Librarian IV spent 25 hours maintaining Records Schedules in the ECMS system.

##### **9.7 Attend ECMS Meetings & Teleconferences**

On September 17 staff attended regular ECMS technical teleconference.

## **II. DIFFICULTIES ENCOUNTERED**

The expenditures for salary and ODCs for this contract year nearly exceeded the allocated amount. GRB staff took vacation and unpaid leave in order to avoid exceeding our budget for this year.

## **III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.



#### **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 27 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 14 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,416	28.3 lft.	491.4 lft.

### Inventories

Records Surveyed	Year to Date
27.7 lft.	364.6 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	1,095.1 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
7	0	1	0	4	0	0	0	12

## **VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 0936, OU 01 and 02, DEL AMO FACILITY**

One Librarian IV/Records Librarian performed indexing (234 documents, 0.47 linear feet) and one RMS II/Scanning Specialist performed scanning (619 pages) for AR compilation (work request #40913-1317 submitted by D Rodriguez). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 88.9 hours were expended on this effort during the month.

### **SSID 0917, OU 01, IRON MOUNTAIN MINE**

One Librarian IV/Records Librarian performed indexing (15 documents, 1.11 linear feet) and three RMS II/Scanning Specialists performed scanning (7,042 pages) for AR compilation (work request #EC-W00183 submitted by E Chan) and in order to reduce the backlog of indexing for this site. Two RMS III/Cost Recovery Specialists worked on financial package processing (work request #110910-1735 submitted by S Johnson). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 99.0 hours were expended on this effort during the month.

### **SSID 09BZ, OU 00, MCFARLAND STUDY AREA**

One Librarian IV/Records Librarian performed indexing (308 documents, 3.05 linear feet) and two RMS II/Scanning Specialists performed scanning (419 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 133.3 hours were expended on this effort during the month.

### **SSID 0987, OU 00 and 01, MICRO STORAGE/INTEL MAGNETICS**

One Librarian IV/Records Librarian performed indexing (173 documents, 0.77 linear feet) and two RMS II/Scanning Specialists performed scanning (5,144 pages) for AR compilation (work request # 90123-1748 submitted by P McDaniel). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 143.6 hours were expended on this effort during the month.

### **SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)**

One Librarian IV/Records Librarian performed indexing (139 documents, 0.31 linear feet) and three RMS II/Scanning Specialists performed scanning (13,571 pages) in order to reduce the backlog of indexing for this site and in order to retire legacy documents for this site to the FRC. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 131.8 hours were expended on this effort during the month.

### **SSID 098V, OU 00, SAN GABRIEL VALLEY (AREAS 1-4)**

One Librarian IV/Records Librarian performed indexing (117 documents, 3.46 linear feet) and three RMS II/Scanning Specialists performed scanning (7,706 pages) for AR compilation (work request # 110922-1826 submitted by R Chavira). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 89.5 hours were expended on this effort during the month.

## **VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK**

### **Task 1: Project Management**

#### **1.1 Manage the Contract**

The monthly report was submitted to the TOAM on 09/09/09.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 9/11/09.

The Records Center Performance Measurement Reports were submitted to the TOAM on 09/09/09.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 09/01/09.

The annual property inventory was completed and submitted to the TOAM on 08/11/09.

The PM, RMS IV/Assistant Manager and GRB President and Vice President met with the TOAM and the Contracting Officer on 09/03/09 to review the monthly reports and to verify the status of the Contract.

The *Work Request Manual* was updated on August 4.

#### **1.2 Close-Out of the Contract**

No activity has occurred under this subtask to date.

### **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding**

#### **2.1 Organizing and Indexing**

31,374 documents have been indexed and quality assured in SDMS-C as of 9/30/09.

#### **2.2 Document Pick-up, Processing, File Management, and Storage**

581.9 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 9/30/09.

128 lft. of records have been retrieved from the FRC in response to EPA requests as of 9/30/09.

1,095.1 lft. of records have been organized and sent to the FRC as of 9/30/09.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 09/09/09.

#### **2.3 Scanning**

36,275 documents (805,587 images) have been scanned into SDMS-C as of 9/30/09.

#### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 39 SCAP accomplishment documents as of 9/30/09.

## **2.5 Financial Documentation/Cost Recovery Packaging**

172 Financial Cost Documentation Packages have been processed as of 9/30/09.

## **2.6 Recycling and Shredding**

151.7 lft. of documents have been recycled/shredded as of 9/30/09.

## **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

### **3.1 Reference, Search, and Circulation Service**

37,353 documents have been provided to EPA staff or the public as of 9/30/09.

366 site file indices/databases have been generated in response to EPA requests as of 9/30/09.

### **3.2 Freedom of Information Act (FOIA)**

As of 9/30/09, circulation staff has provided support for 102 FOIA requests. Billing data for 280.2 hours have been submitted to EPA.

### **3.3 Photocopy and Redaction Service**

Staff copied on-site a total of 39,770 non-FOIA-related pages for EPA and other requesters and sent approximately 18,454 pages off-site to a copy service.

93 site file documents have been redacted for release as of 9/30/09.

### **3.4 CD-ROM Service**

664 CD-ROMs or CD-ROM sets containing 3,133,625 images have been produced and supplied to EPA staff or the public as of 9/30/09.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

10 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 9/30/09.

## **Task 4: Administrative Records (ARs) and Special Collections Management**

### **4.1 Administrative Records**

45 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 9/30/09.

The Lyon County Library was called for information on 6/16/09 and the Repositories database was updated on 6/16/09.

### **4.2 Work-Performed Compilations**

51 work-performed compilations have been completed as of 9/30/09.

### **4.3 Electronic Media and Microfilm Management**

767 copies of special collections were produced in electronic format as of 9/30/09.

#### **Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

Operation and maintenance of the Records Center continued as of 9/30/09.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 9/30/09.

Equipment/supplies were purchased on 09/03/09.

#### **Task 6: Training and Orientation**

RPM Rachelle Strickfaden was provided SDMS-C training on 8/31/09.

New RPM Zi Zi Searless received training/orientation to the Records Center on 9/14/09

#### **Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 09/08/09.

Assistance with technical problems was provided to EPA staff person Jerry Lai on 08/25/09.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 09/20/09.

#### **Task 8: Attend Meetings and Teleconferences**

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 7/16, 8/20, and 9/17/09.

#### **Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

##### **9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 25 introductory ECMS presentations to EPA staff as of 9/30/09.

##### **9.2 Assist with Maintaining the Records Schedules in the ECMS System as Needed**

At the request of the TOAM, a Librarian IV spent 45 hours maintaining Records Schedules in the ECMS system as of 9/30/09.

##### **9.4 Assist with Registering ECMS Users**

At the request of the TOAM, a Librarian IV registered 104 EPA staff in ECMS as of 9/30/09.

##### **9.5 Assist with Approving Registered ECMS Users**

At the request of the TOAM, a Librarian IV approved 75 EPA staff in ECMS as of 9/30/09.

##### **9.6 Generate Statistics on Registered & Trained ECMS Users**

At the request of the TOAM, a Librarian IV submitted statistics on number of registered and trained ECMS users each week.

### **9.7 Attend ECMS Meetings & Teleconference**

On September 17 a Librarian IV attended regular ECMS technical teleconference.